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# Air Resources Board

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## MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco  
Safety Coordinator

DATE: December 3, 2002

SUBJECT: SAFETY MEETING IDEAS – DECEMBER 2002

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Suggested issues to discuss during your next meeting are:

### 1. Holiday Crime Prevention

Holidays are a special time of year. Unfortunately, busy people become careless and some people are especially vulnerable to theft and other crimes at this time. Here's some safety tips from the Office of Criminal Justice Planning:

#### Out And About

- Stay alert to your surroundings and people around you.
- Lock your car and close your windows even if you're gone for only a few minutes. Lock your packages in the trunk.
- When waiting for public transportation or rides from friends, do so in a busy, well-lit place.
- Teach your children to ask a store clerk for help should they become separated from you while shopping. Children should never go to a parking lot or to your car alone.
- Avoid carrying large amounts of cash. Use check or credit cards when possible to pay for purchases.
- If your credit cards are lost, stolen, or misused, notify the issuers immediately.

#### At Home

- Lock your doors and windows even if you'll only be away for a few minutes, and give the impression that your house is occupied by leaving on lights and a radio or television.
- Do not put large displays of holiday gifts in view of your windows or doors.
- Use an automatic timer for your lights if you're not home during the holidays. Have a neighbor watch your house and collect your mail and newspapers.

*The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.*

California Environmental Protection Agency

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- New gifts should be marked immediately with your driver's license, or California identification number. Ask your local law enforcement agency about Operation Identification.
- Make sure your holiday tree doesn't block doors or passage ways.
- Have your tree mounted on a sturdy base so that small children or pets cannot topple it.
- To keep your tree green, place it in wet sand or in water.
- Make sure that holiday lights are in good working order.
- Never burn wrapping paper in your fireplace.

## 2. **Protect Against Laptop Theft**

According to Safeware Insurance, laptop theft increased by 53 percent between 2000 and 2001, and theft is the second-largest cause of computer losses, after accidental damage.

Laptops are attractive targets of theft because of their high resale value and portability. Losses are hard to measure, since victims have lost not only the equipment but also the information stored on the computer. Safeguarding against laptop theft, whether in the office, at home or while traveling, is critical, and many sources offer tips.

The Washington, D.C. Metropolitan Police Department offers these tips to reduce losses in the event of theft:

- Apply distinctive markings or engravings to make your laptop unique or easily identifiable.
- Be aware that if your computer is stolen, automatic logins can make it easy for a thief to send inappropriate messages with your account.
- Back up your information on disks today, and store the disks at home or at the office.

These tips for preventing laptop theft while traveling are courtesy of Corporate Travel Safety, Garry McGonigal ([www.cancerlynx.com/laptoptips.html](http://www.cancerlynx.com/laptoptips.html)) and MPDC:

- Never check laptops at the airport, and watch them closely while they go through carry-on screening.
- Use nondescript carrying cases. Those specifically designed for laptops alert thieves of a possible target.
- Use removable hard drives, if possible, and carry them separately from the laptop.
- Beware of pay phones. While you are distracted, opportunistic thieves watch to see if you set your laptop down.

- In hotel rooms, secure your laptop to another item with a cable made for that purpose.
- When away from your hotel room, consider locking the laptop in the hotel safe.
- Don't leave a laptop in an unlocked car, and never leave a laptop in plain sight, even if the car is locked.
- Put it in the locked trunk, but beware of damaging temperatures. Even in the trunk, secure your laptop with a cable attached to the trunk lid.

### **3. CHP Winter Driving Tips**

Call ahead for road conditions:

California road info from California telephones 1-800-427-7623 (ROAD)

California road info from outside California 1-916-445-1534

Nevada road info 1-702-793-1313

Braking Distance Needed:

- 20 MPH on Dry Pavement: 17 feet
- 20 MPH on Glare Ice at 25°F
  - Regular Tires: 149 feet
  - Regular Snow Tires: 151 feet
  - Studded Snow Tires: 120 feet
  - Reinforced Tire Chains: 75 feet

When its Raining:

- Drive with headlights on.
- Stay alert for vehicle hydroplaning.
- Apply brakes more slowly; they may pull.
- Leave extra distance between your car and the next motorist.

When its Foggy:

- Drive with lights on LOW beam. (It is illegal to drive with parking lights on.)
- Watch for CHP pace vehicles to guide you through the fog.
- Avoid crossing traffic lanes.
- Don't stop on highways except in emergencies.
- Move away from stalled or disabled vehicle.
- Consider postponing trip until fog clears.
- Be aware that smoke and dust are as deadly as fog.

When its Snowing:

- Carry chains in snow conditions, even if vehicle has 4-wheel drive. It's the law.
- Observe speed limit in chain control areas - 25 mph on two-lane roads and 30 mph on multi-lane roads.

- Check owner's manual for operating tips on your vehicles braking system.
- Watch for paddle-shaped markers - they show the road's edge.
- Studded tires may be used between November 1 and April 1 only.
- Stay with your vehicle if you break down.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.